

**VACANCY NOTICE**

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	TITLE OF POSITION: <u>Child Support Enforcement Agent I</u>	CLASSIFICATION CODE: <u>02822000</u>
	SALARY RANGE: <u>(0320A) \$38536-43109</u>	REFERENCE POSITION NO.: <u>1257-10000-266</u>
	Department of Human Services	APPLICATION PERIOD: <u>10/23/2013-10/29/2013</u>
	Division/Section/Unit <u>Child Support Services</u>	GRACE PERIOD ENDS <u>11/1/2013 by 4:00 pm</u>
	Assignment(s) / Comments <b>LATERAL BIDS ONLY - INAPPROPRIATE BIDS WILL NOT BE ACKNOWLEDGED</b>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Child Support Services</u>
	Restrictions/Limitations: <u>77 Dorrance Street, Providence</u>	
	Position Covered By Collective Bargaining Union Agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Name of Bargaining Unit Union: <u>Council 94, Local 2882</u>	
	There is <input checked="" type="checkbox"/> is not <input type="checkbox"/> a Civil Service List for this position	<b>See A/B or Both for Specific Instructions</b>
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or within a cover letter, both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** <b>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b>
<b>Please refer to attachment</b>		
<b>Minimum Education &amp; Experience</b>	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	<b>Education:</b> Possession of a Bachelor's Degree from an accredited institution of higher learning in Law Enforcement, Criminal Justice, Sociology, Psychology or Social Work, or a closely related field; or	
	<b>Experience:</b> Possession of an Associate's Degree in one of the identified areas and two years of experience conducting fact-finding interviews.	
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Maria Morrison	Fax or email applications are no longer acknowledged. US Mail only.
	OHHS Human Resources Service Center	TTY/TDD #: <u>771</u>
	Benjamin Rush Building, # 55	(Telecommunication Device for the Deaf)
	55 Howard Avenue	
	Cranston, RI 02920	

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**

DEPARTMENT OF HUMAN SERVICES  
Child Support Services

Child Support Enforcement Agent I  
Position # 1257-10000-266

**Duties and Responsibilities:**

To be responsible for implementation of the child support program including adjudication of paternity, absent parent location, enforcement of child support court orders, and/or interstate case processing.

- To establish through personal interview the eligibility of clients for child support services.
- To review and investigate information received to determine if child support orders can be obtained.
- To review and assess assigned cases.
- To obtain the necessary legal documents to initiate court action.
- To locate absent parents by utilization of all local, state, and federal resources.
- To enforce legally established orders through the legal mechanisms of contempt hearings through Rhode Island Family Court, wage withholding, federal and state offset, and interstate court processing.
- To monitor, assist in establishing orders, and assist in the processing of modification where applicable.
- To gather evidence and give testimony at administrative and Family Court hearings.
- To investigate and correct under legal direction incorrect court orders which requires basic math skills.
- To appear as a witness at court hearings when necessary.
- To explain policies and regulations regarding child support to interested parties.
- To make special reports concerning Rhode Island Family Court requests with recommendations of action considered to be appropriate.
- To ascertain facts needed by the Rhode Island Child Support Program by personal contact and observation and the examination of records.
- To form working relationships with all agencies and individuals involved in the child support program.
- To provide representation, services and information to custodial and non-custodial parents regarding child support actions and procedures as they apply to State and Uniform Interstate Family Support Act law (UIFSA).
- To be responsible for final determination of eligibility for Temporary Aide To Needy Families (TANF) under the factor of absence via written correspondence, IV-A/CSE interaction and personal contact with clients.

- To assist the client with completion of paternity affidavits.
- To secure the necessary legal documents required to initiate legal action through various sources.
- To act as liaison with all other states and countries that has reciprocity with the State of Rhode Island.
- To accept and respond to requests (from states, jurisdictions, tribunals thereof or individuals who apply for services furnished by the State Agency) for assistance in or establishment or enforcement of support orders including requests for location, establishment of paternity and initiate proceedings top establishment of paternity and initiate proceedings to establish and collect child support.
- To enforce established court orders through administrative actions (i.e. Written Payment Agreement) including but not limited to liens on property, revocation of drivers license, revocation of professional license, seizure of lottery winnings, insurance settlements, personal injury claims, civil awards, bank accounts and personal and real property.
- To review and compile evidence and give testimony at administrative, civil and criminal court hearings.
- To review and amend under legal direction incorrect court orders which require knowledge of Family Court procedures and accounting skills relative to child support orders.
- To perform and prepare comprehensive case audits for filing of instate and interstate child support cases by evaluating payment records/court orders from other state agencies, for the agency and individuals involved in cases.
- To prepare complex audits of cases for referral to the RI Attorney General's Office, and the US Attorney's for possible extradition of the non-custodial parent to face charges regarding delinquent child support cases.
- To do related work as required.